



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT PROCESSING DEPARTMENTAL SERVICE ORDERS (DSO) - DSO REQUEST FORM	POLICY NO. 801.03	EFFECTIVE DATE 10/01/1989	PAGE 1 of 3
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 401.3 10/01/1989	ORIGINAL ISSUE DATE 03/29/1988	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To ensure that the necessary administrative authority, budgetary authority, and funding is available for the processing of Departmental Service Orders (DSO).

POLICY

- 2.1 The purpose of this policy, as stated above, will be accomplished through the use of DSO Request forms (Attachment I).

BACKGROUND

- 3.1 DSO's are the County instrument that authorizes one County department to bill another via a Departmental Invoice (DI) for services rendered. The DSO therefore represents a commitment of funds on the part of the department setting up the DSO.
- 3.2 Before any County department can bill and be paid by the Department of Mental Health (DMH) for services, a DSO in an adequate amount must exist. Services rendered to DMH are varied; for example, communications, leases and rents, maintenance agreements, and other ancillary services, and personnel/consultants.

PROCEDURE

- 4.1 These procedures must be followed each fiscal year. DSO's do not automatically carry over from one fiscal year to the next. Certain DSO's are initially established by the CAO as the result of the County Budget process. The Budget Division and the impacted Control Centers shall closely coordinate to ensure the DSO's established during the County Budget process are the correct amount.
- 4.2 The following are procedures for completing the DSO Request Form. These procedures are both for establishing a new DSO and increasing an existing DSO.



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- 4.2.1 Identify the fiscal year affected in the heading of the form.
- 4.2.2 Complete the top portion of the form by identifying the 5-digit Control Center name and number. If the expenditures for the DSO are to be charged to other Control Centers, specify in the "Purpose of Service" section the other Control Centers and the method to distribute the costs.
- 4.2.3 The person requesting the DSO should sign and date the form.
- 4.2.4 The form must be reviewed and approved by a District/Division Chief or above, and signed and dated.
- 4.2.5 Describe the type of service to be received. Include the name of the department providing the service.
- 4.2.6 Summarize the amount for which the DSO is to be established or increased. The allocation for Salaries and/or Services and Supplies is to be listed, as applicable.
- 4.2.7 Indicate whether funds are budgeted for this DSO (check yes or no). If funds are not budgeted, then additional funds must be identified or sufficient justification must be provided before the DSO can be processed. A Form 402 (formerly DF-5), Request for Budget Change, must then accompany the DSO Request Form and specify the source of the funds needed to set up the DSO.
- 4.2.8 Budget Services Division staff will review each DSO request on a case-by-case basis. The Division will grant approval based on an analysis of reasonableness, need, availability of funding, and proper authorization. If approved, the request form will be signed, dated, and forwarded to the Accounting Division for processing.
- 4.2.9 Accounting Division staff will prepare the necessary documents for the Auditor-Controller to establish or increase the DSO, and sign and date the form. Copies of the Request Form will be provided to the requestor and to the Budget Services Division upon submission of documents to the Auditor-Controller. Accounting Division staff will maintain the original copy of the Request Form in the appropriate DSO files, and process expenditure payments (Department Invoices) against the DSO for services received.



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4.2.10 Interagency Agreements or extensions thereto are also required before payment is allowable in certain circumstances in addition to having a DSO.

4.2.11 Appropriate staff approval of DI's is also necessary prior to payment.

RESPONSIBLE PARTIES

5.1 Control Center- Any Control Center requiring services which per County policy require a DSO will need to observe this policy and procedure.

Budget Division- Confirm that requesting control centers have sufficient appropriation and funds are available before processing DSO request.

Accounting Division- Establish the DSO and process expenditure payments.

AUTHORITY

Department of Mental Health Policy

ATTACHMENT

[Attachment I Departmental Service Order \(DSO\) Request Form](#)